



MACOMB COUNTY
invites applications for the position of:

Court Administrator/General Counsel

An Equal Opportunity Employer

SALARY: \$85,374.23 - \$106,717.81 Annually

OPENING DATE: 04/08/10

CLOSING DATE: 04/28/10 05:00 PM

GENERAL RESPONSIBILITIES:

CURRENT HOURS AND STARTING TIME: Full-time (37.5 hours per week) position; the starting time for this position currently is 8:30 a.m.

F.L.S.A. Status: Exempt

APPOINTING AUTHORITY: Chief Judge

****Per Labor Agreement and/or Board Policy, this position is subject to six (6) days without pay (dock time) for the calendar year 2010.****

The Circuit Court Administrator, under the administrative direction of the Chief Judge, is the chief executive officer of Michigan's 16th Judicial Circuit Court system; the employee in this classification is responsible for the administration of the Circuit Court including the Court's Jury System, attorney assignments and payments, the Family Division, Civil/Criminal Division, and the Assignment Clerk's Office; provides liaison with the County of Macomb, the Michigan Supreme Court, the State Court Administrative Office, the State of Michigan, and the Michigan Legislature; remains aware of legislation relevant to the Court, recommends remedial legislation and drafts same as required, and prepares the annual budget for the Courts; functions within wide parameters in technical, fiscal and administrative matters; directs and supervises the work of professional and clerical personnel in the Court; performs related duties as assigned.

ESSENTIAL FUNCTIONS:

- Manages all aspects of the day-to-day operations of the Macomb County Circuit Court, including the Court Administration office, as directed by the Chief Judge.
- Assists the Presiding Judges of the Family and Civil/Criminal Divisions in the management of the day-to-day operations of those divisions of the Court.
- Directs the planning, staffing, research, budgeting, coordinating, and evaluation of the administrative, clerical, professional, and legal personnel and operations of the Court.
- Advises the Circuit Court Judges and all managers of the Circuit Court regarding Court policies, procedures and compliance with law.

- Recommends changes to policies and procedures to improve the overall operations of the Court in consultation with the Chief Judge, Presiding Judges, Circuit Court Judges and managers and implements such changes as directed by the Chief Judge.
- Recommends updates and improvements to the Court's information technology and computer operating systems to enhance the Court's overall performance and efficiency; serves as liaison with the County's Information Technology department, the Board of Commissioners, Finance Department, and other County departments to request funding and facilitate the implementation of new technologies.
- Coordinates the efforts and communications between the various Circuit Court operations including the Court Section of the Clerk's Office, Family Division, Civil/Criminal Division, Probation Departments, Law Library, Assignment Clerk, or any other activity closely associated with the judicial system in Macomb County.
- Prepares a recommendation in connection with the total annual judicial budget to be presented to the Circuit Court Judges for their review; submits the budget to the Board of Commissioners for final approval, as directed by the Chief Judge.
- Serves as a liaison with the Board of Commissioners; makes presentations to the Board and/or Board committees regarding court business including requests for funding and new positions.
- Serves as a liaison with the Michigan Supreme Court, State Court Administrative Office, State of Michigan, Macomb County, Sheriff's Department, Clerk's Office, Prosecutor's Office, Department of Corrections, Department of Human Services, Probate Court, District Courts, and other agencies related to the operation of the Court.
- Advises the Court Section of the County Clerk's Office, Jury Clerk, and Various divisions of the Court regarding the handling of Court documents, Court policies, Court procedures and compliance with law.
- Coordinates and attends meetings of the Judges of the Circuit Court, the Family Division, the Civil/Criminal Division, and Court Committees.
- Acts as a liaison between the Circuit bench and the various Bar Associations of the County, State, and other professional and/or civic organizations.
- Provides and/or supervises legal representation on behalf of the Court in certain situations, including but not limited to, litigation against the Court, Judges or employees and show cause proceedings.
- Performs and/or supervises legal and non-legal research on court-related topics including pending legislation and recent appellate decisions; assists in the preparation and presentation of such information to the Circuit Court Judges.
- Recommends remedial legislation and drafts proposed legislation, court rules, or administrative orders suggested or requested by the Circuit Court Judges.
- Participates in continuing court management training and professional education.

- Operates an automobile while performing assigned job duties.

ADDITIONAL FUNCTIONS:

- The statements contained in this position description are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not to be construed as an exhaustive list of all job duties performed.

EDUCATION, TRAINING AND EXPERIENCE:

- Possession of a Juris Doctorate Degree from an accredited college or university; current membership in the State Bar of Michigan and a minimum of five (5) years of experience in court, government or practice of law.

OR

- Possession of a Master's degree from an accredited college or university in Court Administration, Public or Business Administration or closely related field and five (5) years of full time increasingly responsible experience in governmental, organizational or business administration, preferably in an activity related to legal and/or court functions. Certification as a Certified Court Executive and Fellow of the Institute for Court Management may be considered in lieu of a Master's degree.
- Previous business management experience is preferred.
- Successful completion of the probationary period for the position of Court Administrator/General Counsel.

ADDITIONAL QUALIFICATIONS:

- Knowledge of Michigan's Circuit Court systems, including statutes covering procedures, responsibilities, and other related authority.
- Ability to research, analyze and interpret complex legal, technical or financial issues, and prepare and present written and oral reports and recommendations.
- Proficiently in various computer programs, including Microsoft Word, Excel, PowerPoint, and the Court's Computer System, CourtView.
- Ability to compile statistics, decipher pertinent information, and present oral and written financial, operational and other types of departmental reports to officials and other interested groups or individuals.
- Ability to apply the principles of personnel administration to the selection, placement, and supervision of employees and ability to develop successful in-service training programs.
- Ability to resolve difficult and/or emergency situations requiring immediate decisions in accordance with departmental policies and objectives.
- Ability to exercise independent and sound judgment and initiative in analyzing problems and recommending solutions.

- Effective written and verbal communication skills.
- Ability to establish and maintain effective working relationships with the Circuit Court Judges, managers, staff, other county department heads, governmental officials and the public.
- Ability to understand and explain budgetary issues.
- Knowledge of grant application process.
- Must possess a valid Michigan driver's license.
- Possession of an operable automobile and insurance for authorized departmental travel.
- Ability to conduct oneself with tact and courtesy.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.macombcountymi.gov/humanresources/employment.htm>

Job #10-00009

COURT ADMINISTRATOR/GENERAL COUNSEL
LW

OUR OFFICE IS LOCATED AT:

10 N. Main Street, 4th Floor

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586-469-5280

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